EDC V2.0

Electronic Document Control

Consultants Edition

1 Introduction 2

1.1 Login Through the Internet 2

2 The Main Menu 3

2.1 About The Interface 3
2.2 The Register- Projects and Collections 4
2.3 The Document Register 4
2.3.1 myINBOX 5
2.3.2 New Correspondence 6

3 Document Upload 7

3.1 How to transmit documents 8

4 File Download 9

4.1 Downloading from a Transmittal 9
4.2 Download Requests 10

5 My Preferences 11

6 Project Contact List 11

7 Correspondence Search 11

Before you begin….

Internet Explorer version 6.0 or later is recommended for access to Mirvac EDC.

Mirvac EDC uses some ActiveX components on some pages and these must be down loaded by Internet Explorer to function correctly.

On some systems, the Internet Explorer security settings will stop these components from down loading.

To correctly configure Internet explorer for EDC, refer to IE Settings help.

Note: These security changes are applied to the address edc.mirvac.com.au ONLY, and therefore will not compromise your general web security.

1 Introduction

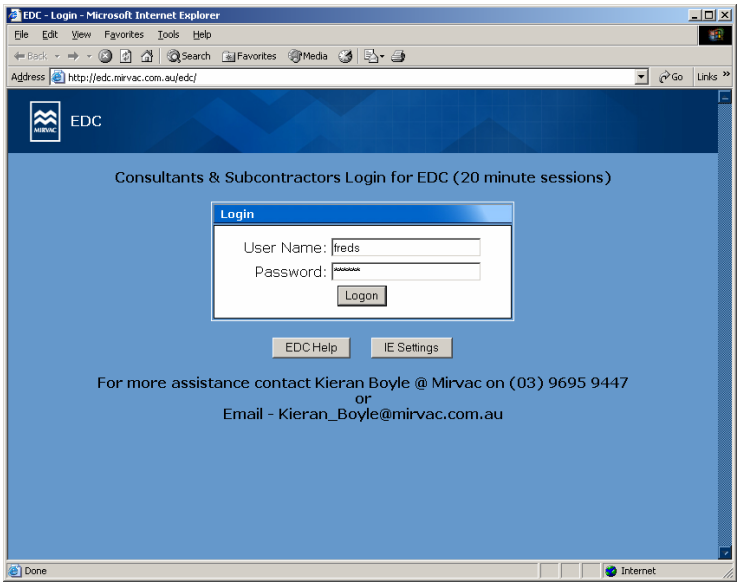
The Mirvac EDC is an Internet based Document Management System created within Mirvac's corporate Web Site. Being Internet based, the only software requirements are Internet Explorer and an Internet Connection. Secure Access to the system is provided within the scope of Mirvac's Web Site.

The OBJECTIVE of the system is:

1. To effectively manage all Project related Drawings and Documents and their revisions in an electronic format.
2. To enable controlled distribution of Drawings and Documents between HPA, Mirvac Construction, Consultants and Sub-Contractors.
3. To enable members of each Project Team (HPA, Mirvac Construction, Consultants and Sub-Contractors) to communicate with standard forms including RFI's, AI's, SI's and Transmittals, ensuring each member of the Project Team always has the up to date revision of specified documents.
4. Simplify the printing and viewing of issued documents.

1.1 Login Through the Internet

By using the Internet, the Mirvac EDC is found at http://edc.mirvac.com.au/edc/ where a login page is first displayed (right). Enter your user name and then your password in the appropriate boxes.

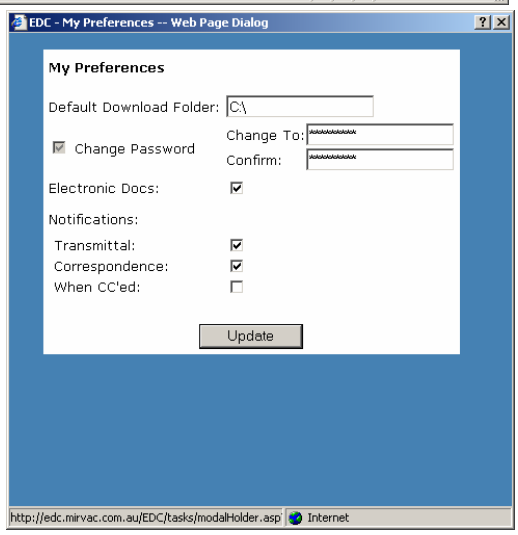


Your session will lockout after 20 minutes of idle time for security reasons, at which time you will need to re-enter your user name and password.

User Names:
Your User Name will normally be your first name and the first letter of your last name.
Eg: David Hunton will be DavidH.

Password:
You default password will be **mirvacedc**. At your first successful login, you will be prompted to type in a new password (below right). Type the same password in both boxes.

There are some more default settings for your profile, as pictured at right. These can be changed at any time using the **myPreferences** from the main Tasks menu.



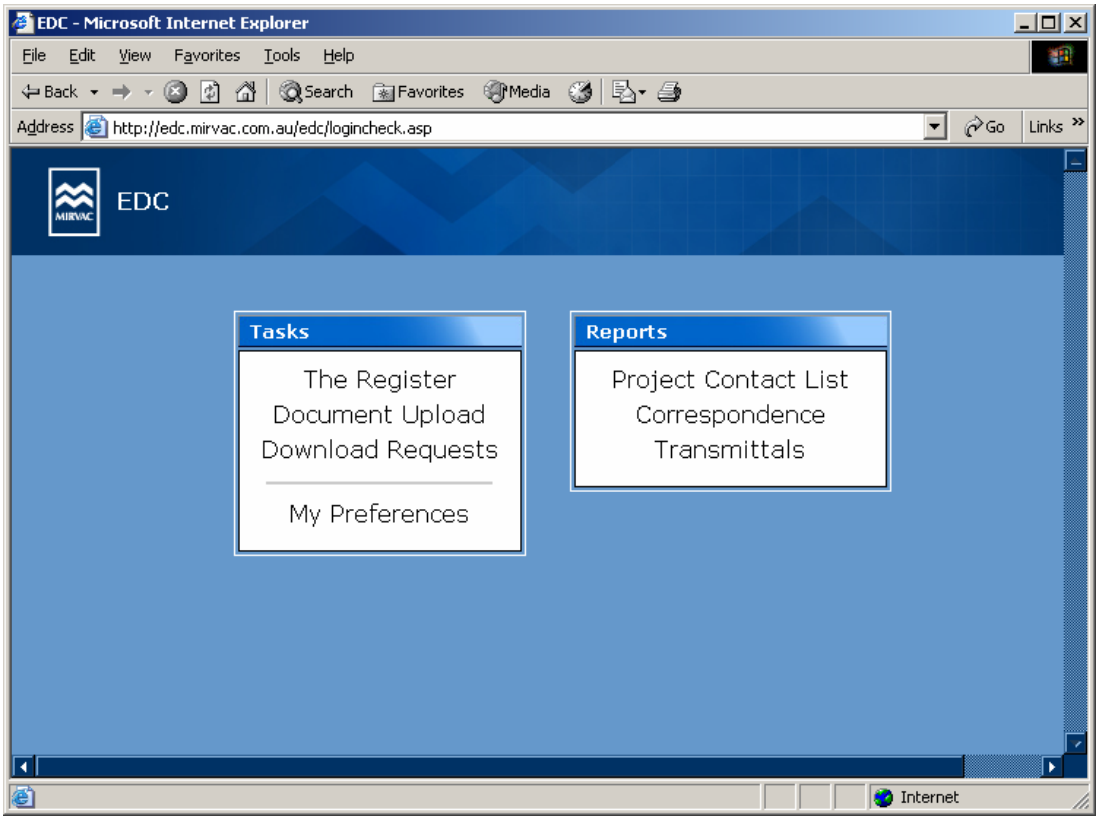
Default Download Folder: is the location on your system where you would normally file any downloaded files.

Electronic Docs: This is normally ticked if you are to participate in the project by using the EDC system from your office. If it is unticked, any correspondence generated in the system will have to be printed and faxed.

Notifications: These settings determine how and when email notifications are sent to you when someone on the project team creates a correspondence to you.

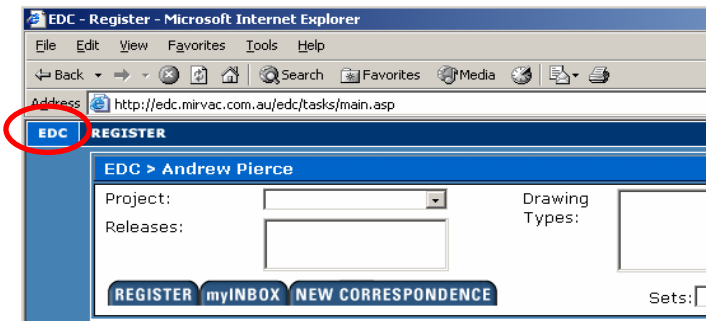
2 The Main Menu

The Main menu is displayed after successful login to EDC. The menu (shown below) provides links to primary tasks and reports. The following is a summary of these tasks and reports.



Clicking on each of the Tasks and Reports above will take you to the relative screen.

At the top of most screens within the EDC, you will see a **Navigation Bar** (pictured below). Click on the Blue **EDC** icon at the left to return you to the EDC Home screen, the Main Menu shown above.



2.1 About The Interface

The EDC uses some advanced Internet interfaces such as Spread, which provides the Excel like grid for various modules. The Spread grid provides the ability to associate actions with individual cells, multiple row selections, and fast scrolling using your wheel mouse.

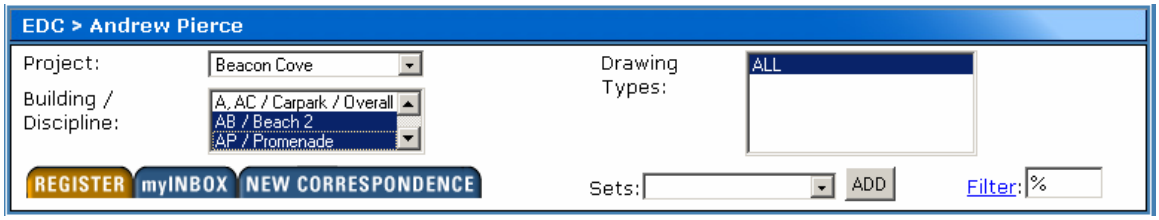
- Specific cell actions are described later in this document.
- Multiple selection of rows can be achieved by clicking the grey box (at the far left of the row) and dragging, Ctrl+click several cells to select specific scattered cells, and click then Shift+click to select blocks of rows.
- To scroll the grid with the wheel mouse, click once anywhere in the grid to make it active, then roll the wheel up or down.

2.2 The Register- Projects and Collections

The top half of the Register contains the primary navigation aids for the detail frame in the bottom half. This is shown below.

First, Choose the desired project from the Project list

Second, Choose the desired project 'collection'. The name of the project collection will depend on how the scope or size of the project. For example, the project shown below is divided up into buildings (Beach One, Beach 2,…)



Now you can choose to view the Document **Register** or **myInbox**, or create **New Correspondence.**

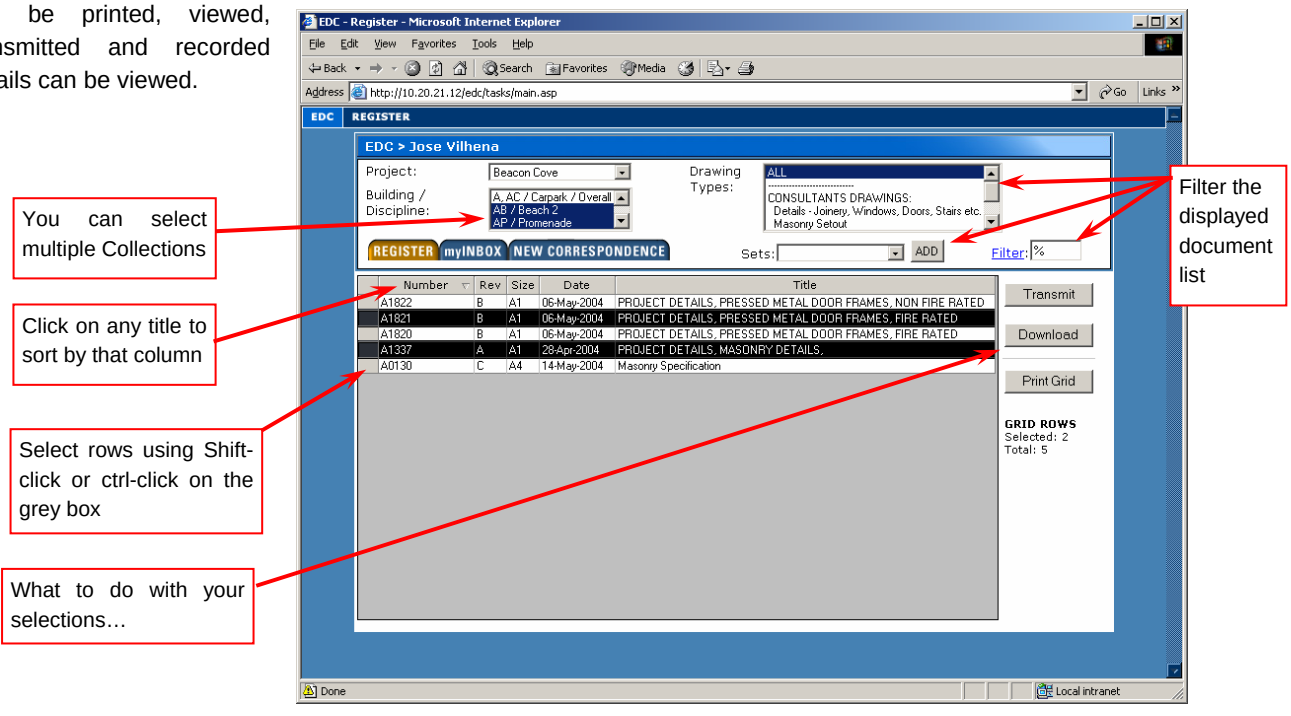
2.3 The Document Register

The Register is the Master List of all of the documents for the project. It contains detailed information about each document, including description, type, author, date created, revision and other attributes depending on the document type. The list on the register is always the most current list of approved documents. Examples of these document types include drawings, specifications, sketches, schedules etc.

Each document number can have its corresponding computer file associated with it. These files are generally finalised 'issued' PDF files, but can be the original application file (CAD files, Excel spreadsheets, Word documents. PDF file type is used for 'issued' documents, as this file type locks the document. Where a document number has a file associated with it, the file can be electronically transferred to project team members (via transmittals) to enable all to view, print and download.

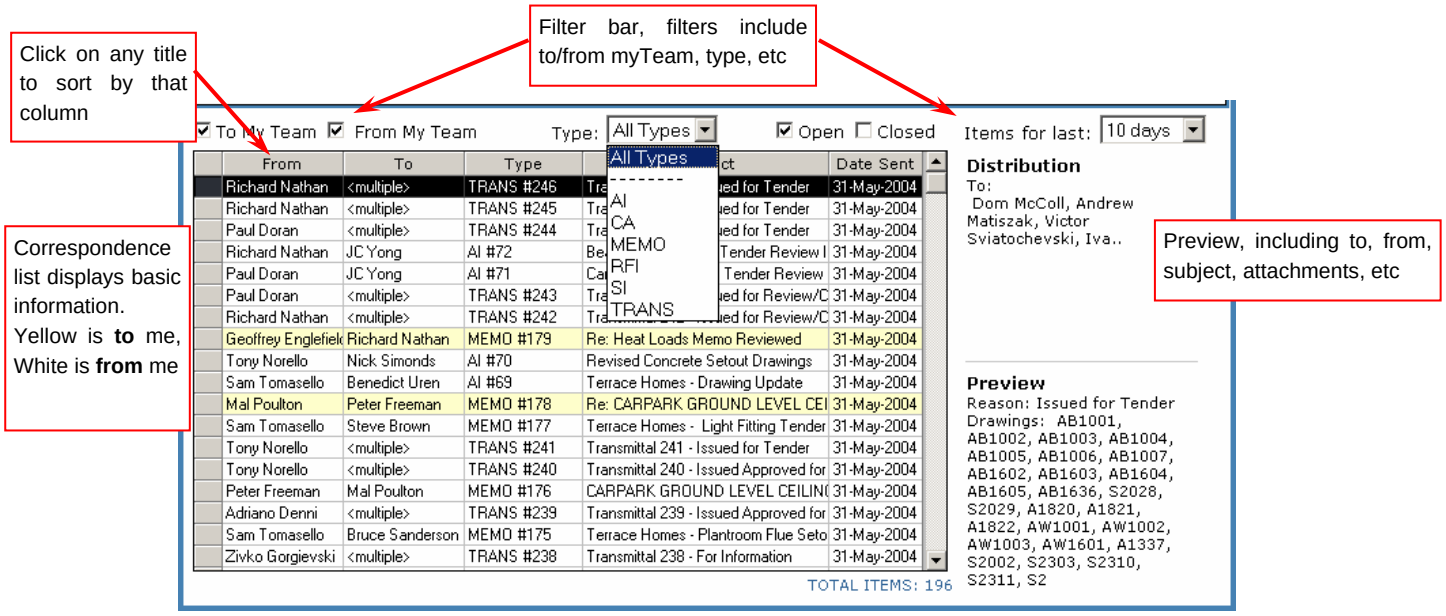
Each document number has version control associated with it, and each modified document version is saved in the form of a revision. Full details of each previous document revision (including date, time, author, etc) are stored and can be viewed at any time.

The Register provides filters to easily drill down to required document selections. Once selected, the documents can be printed, viewed, transmitted and recorded details can be viewed.



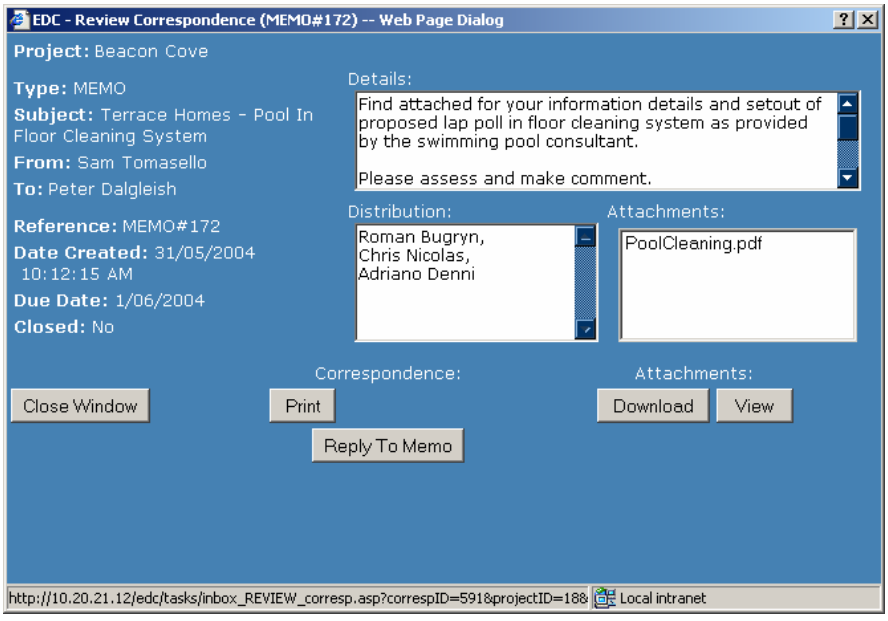
2.3.1 myINBOX

The project 'Inbox' displays all correspondence to and from each project team. A Basic list of items is displayed with. Click one on an item and you will see a preview on the right of the list. Double-click on an item to view in greater detail, with the functions available to Print (preview), reply, forward etc…


Click on any title to sort by that column
Filter bar, filters include to/from myTeam, type, etc
Correspondence list displays basic information. Yellow is to me, White is from me
Preview, including to, from, subject, attachments, etc
To My Team
From My Team
Type:
All Types
Open
Closed
Items for last:
10 days
From
To
Type
Date Sent
Distribution
To:
Dom McColl, Andrew Matiszak, Victor Sviatochevski, Iva..
Preview
Reason: Issued for Tender
Drawings: AB1001, AB1002, AB1003, AB1004, AB1005, AB1006, AB1007, AB1602, AB1603, AB1604, AB1605, AB1636, S2028, S2029, A1820, A1821, A1822, AW1001, AW1002, AW1003, AW1601, A1337, S2002, S2303, S2310, S2311, S2
TOTAL ITEMS: 196

Correspondence items addressed to or from individuals within a project team are available to ALL other persons within that project team.

Items can be filtered and sorted by several categories as required, and search functions are available.

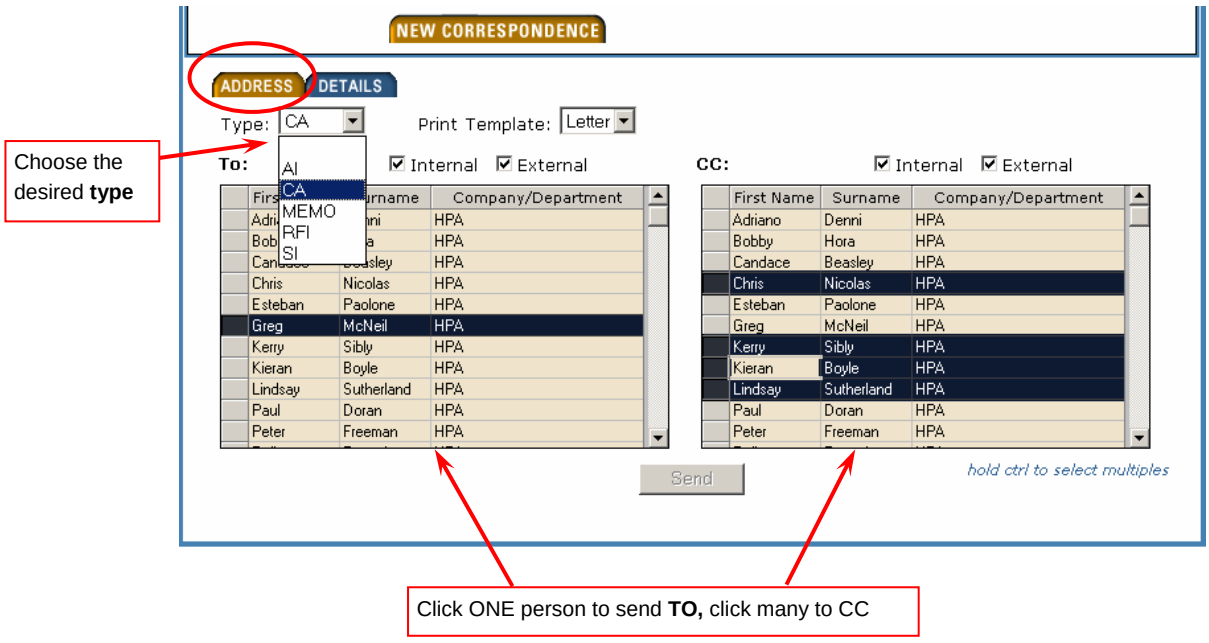


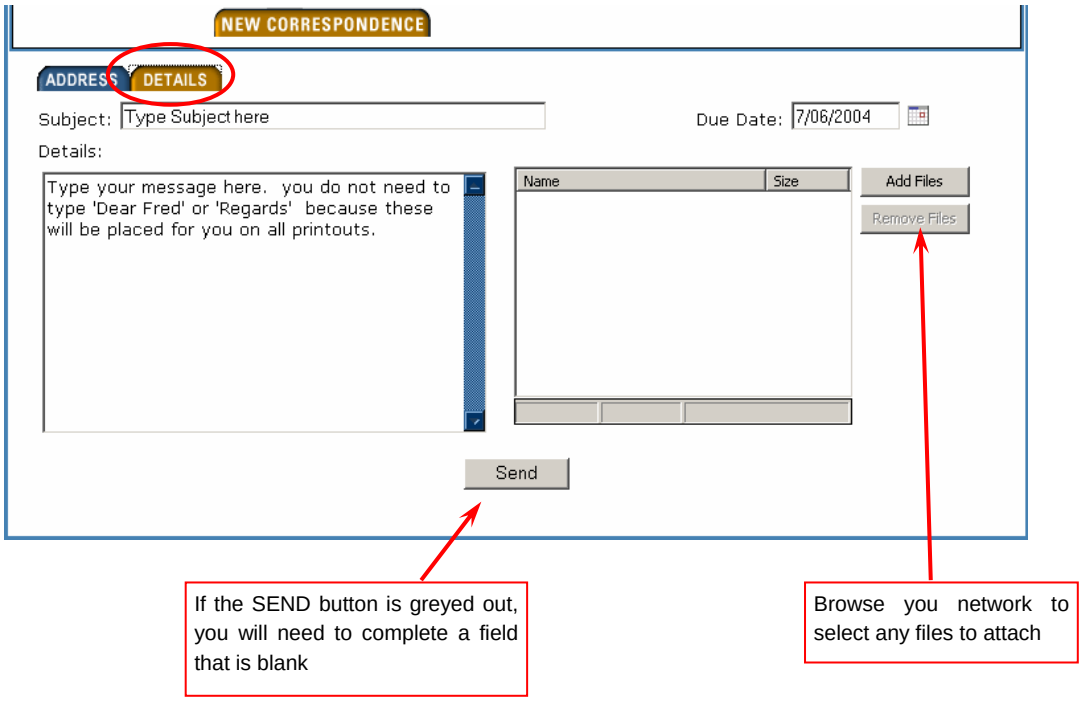
2.3.2 New Correspondence

General correspondence, such as memos, RFI, AI, and SI can be created and delivered to project teams using the EDC. A selection of people to send to is provided specifically and exclusively to the project by the Project Contact List.

When correspondence items are created within EDC, an e-mail with an Internet link, is sent to the chosen project contacts, alerting them to logon to the system. Each action (view, print, etc) associated with a correspondence item is recorded to provide an audit trail of correspondence.

There are Two tabs that need to be filled in to complete and send a correspondence, Address and Details.




NEW CORRESPONDENCE
ADDRESS
DETAILS
Subject: Type Subject here
Due Date: 7/06/2004
Details:
Type your message here. you do not need to type 'Dear Fred' or 'Regards' because these will be placed for you on all printouts.
Name
Size
Add Files
Remove Files
Send
If the SEND button is greyed out, you will need to complete a field that is blank
Browse you network to select any files to attach

After clicking the Send button, a confirmation screen will be displayed, offering a print button to enable you to print and file a hard copy if desired.

3 Document Upload

Document upload is the tool used to place specific documents into YOUR register. Valid document names are listed in the HPA Document Numbering standards. This includes Specifications, Schedules, and all drawings.

These documents are seen in the document register only by your company- UNTIL you create a transmittal with that document to make it visible to another project team company.

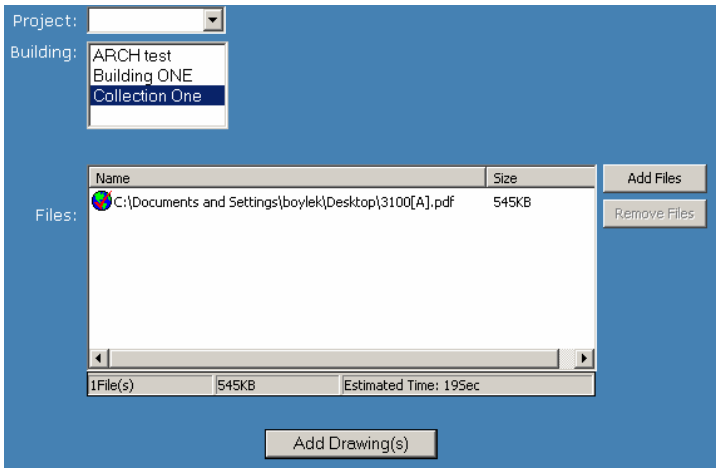
A document must have a valid sequential revision before the EDC Document Register will accept it. This is achieved by naming the document by its document number, and revision inside square brackets,

eg **A1000[01].pdf**.

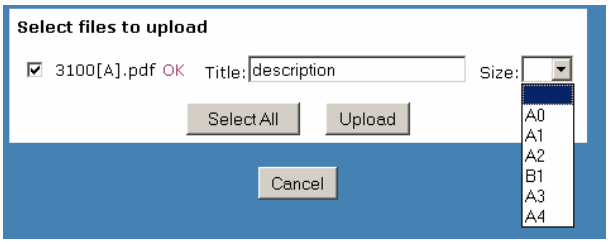
Note that any document of an incorrect name or revision will not be accepted by the Register.

There are a few steps to upload a document.

- Select the Destination Project and Collection
- After you select the document(s), the EDC will verify the document number and revision.
- The document will be copied to the Mirvac Server.



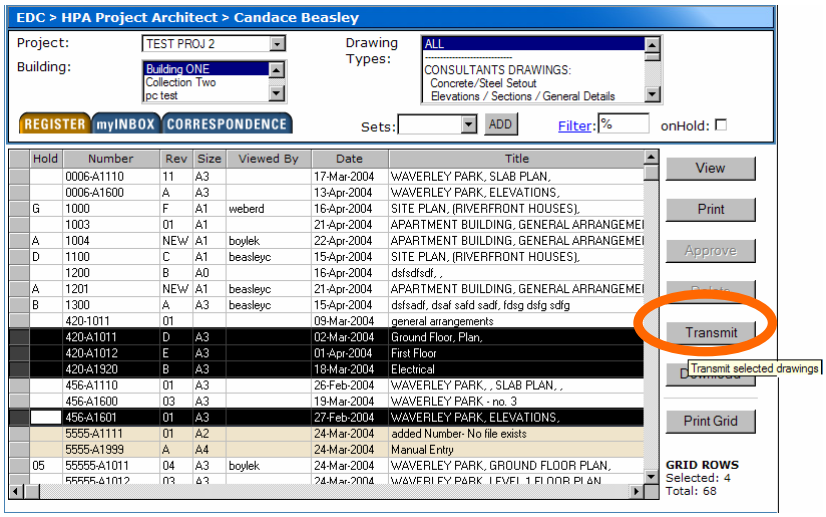
- Register the number and revision with a title and sheet size.
- Click the Upload button to complete the upload and registration of the document(s).



On successful upload, the documents will appear in YOUR document Register. To make these available to others, you must create a transmittal.

- All documents must have a valid (sequential) revision
- A *PDF* file must conform to the document numbering and revision rules.
- A *DWG* file can be an arbitrary file name
- A ZIP file can be an arbitrary file name
- If zip file name is a valid document number and content is arbitrary file name(s), then zip file name is the registered name- content need not be unzipped.
- if zip file name is a valid document number and content is also valid document number(s), then the user should be asked what to do- either:
  - Register the zip file name- content need not be unzipped.
  - Register the contained file name(s) and unzip the contents.
- If zip file name is a valid document number and content is a mixture of arbitrary file name(s) and valid document number(s) then the file should be rejected with a message explaining that it is not clear what is required.
- If zip file name is not a valid document number, it must contain only file(s) that are valid document numbers

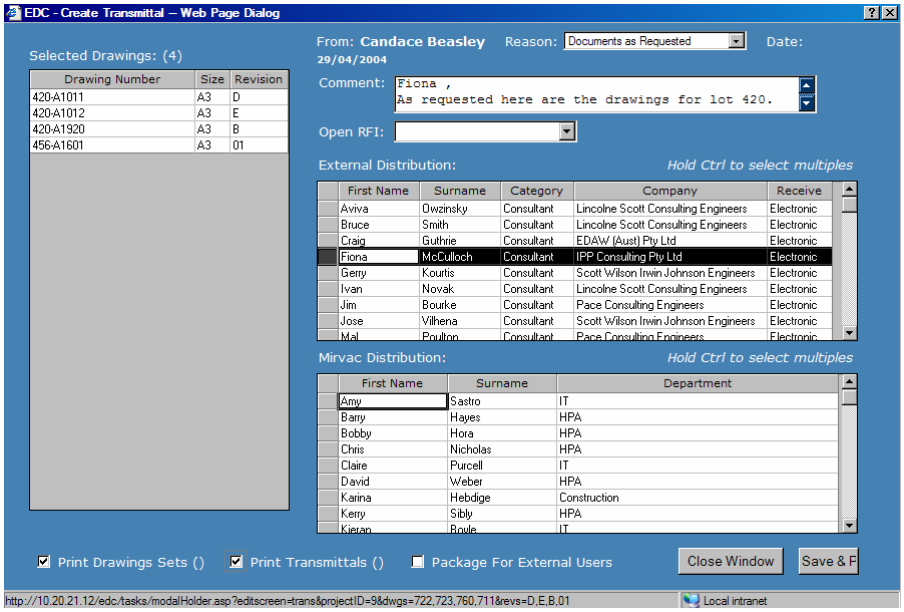
3.1 How to transmit documents


EDC > HPA Project Architect > Candace Beasley
Project:
TEST PROJ 2
Building:
Building ONE
Collection Two
pc test
Drawing Types:
ALL
CONSULTANTS DRAWINGS:
Concrete/Steel Setout
Elevations / Sections / General Details
REGISTER
myINBOX
CORRESPONDENCE
Sets:
ADD
Filter:
onHold:
Hold
Number
Rev
Size
Viewed By
Date
Title
0006-A1110 11 A3 17-Mar-2004 WAVERLEY PARK, SLAB PLAN,
0006-A1600 A A3 13-Apr-2004 WAVERLEY PARK, ELEVATIONS,
G 1000 F A1 weberd 16-Apr-2004 SITE PLAN, (RIVERFRONT HOUSES),
1003 01 A1 21-Apr-2004 APARTMENT BUILDING, GENERAL ARRANGEMEI
A 1004 NEW A1 boylek 22-Apr-2004 APARTMENT BUILDING, GENERAL ARRANGEMEI
D 1100 C A1 beasleyc 15-Apr-2004 SITE PLAN, (RIVERFRONT HOUSES),
1200 B A0 16-Apr-2004 dsfsdfsdf, ,
A 1201 NEW A1 beasleyc 21-Apr-2004 APARTMENT BUILDING, GENERAL ARRANGEMEI
B 1300 A A3 beasleyc 15-Apr-2004 dsfsadf, dsaf safd sadf, fdsg dsfg sdfg
420-1011 01 09-Mar-2004 general arrangements
420-A1011 D A3 02-Mar-2004 Ground Floor, Plan,
420-A1012 E A3 01-Apr-2004 First Floor
420-A1920 B A3 18-Mar-2004 Electrical
456-A1110 01 A3 26-Feb-2004 WAVERLEY PARK, , SLAB PLAN, ,
456-A1600 03 A3 19-Mar-2004 WAVERLEY PARK - no. 3
456-A1601 01 A3 27-Feb-2004 WAVERLEY PARK, ELEVATIONS,
5555-A1111 01 A2 24-Mar-2004 added Number- No file exists
5555-A1999 A A4 24-Mar-2004 Manual Entry
05 55555-A1011 04 A3 boylek 24-Mar-2004 WAVERLEY PARK, GROUND FLOOR PLAN,
View
Print
Approve
Transmit
Transmit selected drawings
Print Grid
GRID ROWS
Selected: 4
Total: 68

STEP 1

From the Document Register, Select the desired documents, using Shift+click or Ctrl+click on the grey part of the grid row.

Click the "Transmit" button.



STEP 2

Fill in the required fields.

Once the transmit button has been hit another interface will pop up. EDC automatically makes the transmittal sheet, you just need to fill in the required fields. Below is a description of the fields.

Fill in the information in the required fields of the transmittal sheet.

Reason – there is a pull down list to chose from.
Comment – any required notes.
Distribution – remember that if one person within a team is sent a transmittal all of their team members will be able to see it, therefore it is unnecessary to high light all their team members unless you specifically want their names on the transmittal sheet.
Print drawing sets – This is available to HPA / Mirvac Only.
Print transmittal – if a hard copy of the transmittal sheet needs to be printed out.

STEP 3

Save or Save and Print if print drawing sets has been selected.

A preview of the transmittal sheet will pop up now. The transmittal has been sent to the selected distribution list, it is sitting in the "Myinbox" and it is available in the recipient's register.

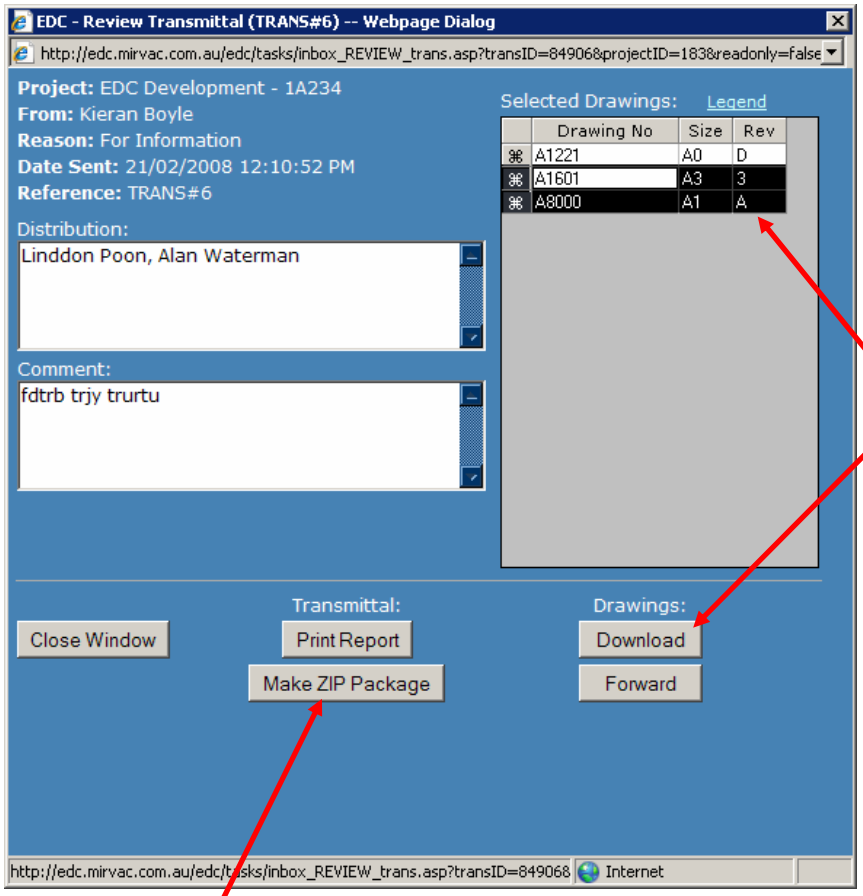
4 File Download

Files can be downloaded to your local network from a transmittal or directly from the document register. After making your file selection and clicking the download button, the EDC will collect the drwaings and prepare a Download Package. This can be found from the main Task menu under Download Requests. (you will be notified by email when the package is ready for download.

4.1 Downloading from a Transmittal

There are TWO options for downloading files from a transmittal.

First, Open the Transmittal from myINBOX…



1. Download Selected Drawings only…
   - Select the required files from the list as shown
   - Click the Download button at the bottom of the window

   This will create a download request for each drawing only.

2. Download the Transmittal as a **Make ZIP Package**
   - Click the Package button at the bottom of the window

   This will create a package containing ALL the files and a text file with the transmittal details.

Once complete, you will be notified by email when the download request is ready (Tasks->download Request)

4.2 Download Requests

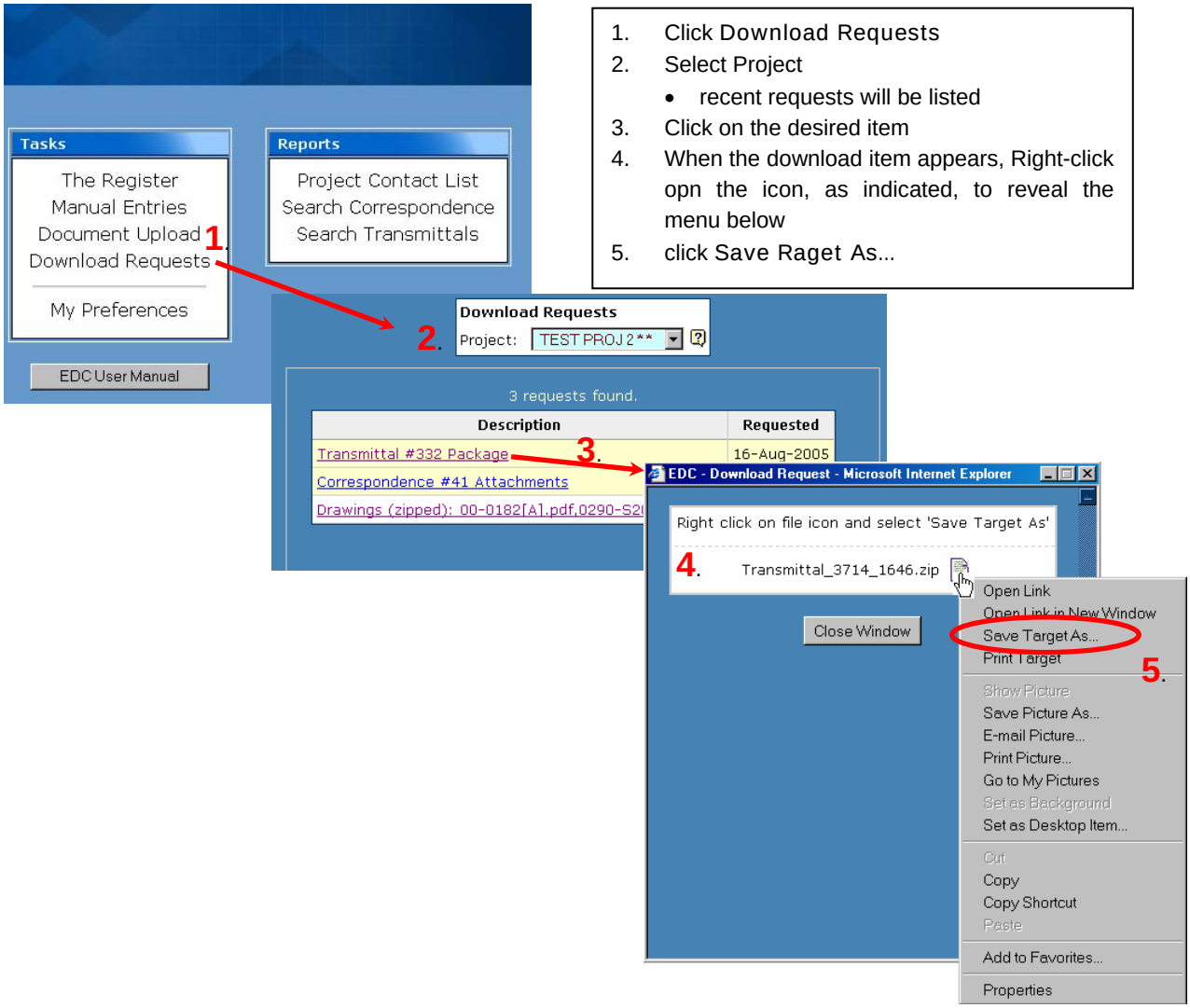
Consultants and Contractors will use a 'Download request' to download any file from the EDC Register to their own system.

After choosing the desired files (from the register, a transmittal, or from a correspondence) the files are packaged from the Mirvac network to a secure area on the Internet Server.

From here, a Download Request is created and stored until the file(s) are successfully downloaded. (from the EDC Home screen, click Download Requests)

You can select the location to copy the file(s) on your own network.

This Download event is recorded into the history of the document.



1. Click Download Requests
2. Select Project
   - recent requests will be listed
3. Click on the desired item
4. When the download item appears, Right-click opn the icon, as indicated, to reveal the menu below
5. click Save Raget As...

5 My Preferences

My preferences are the user specific settings for default download location, printers and notification options.

6 Project Contact List

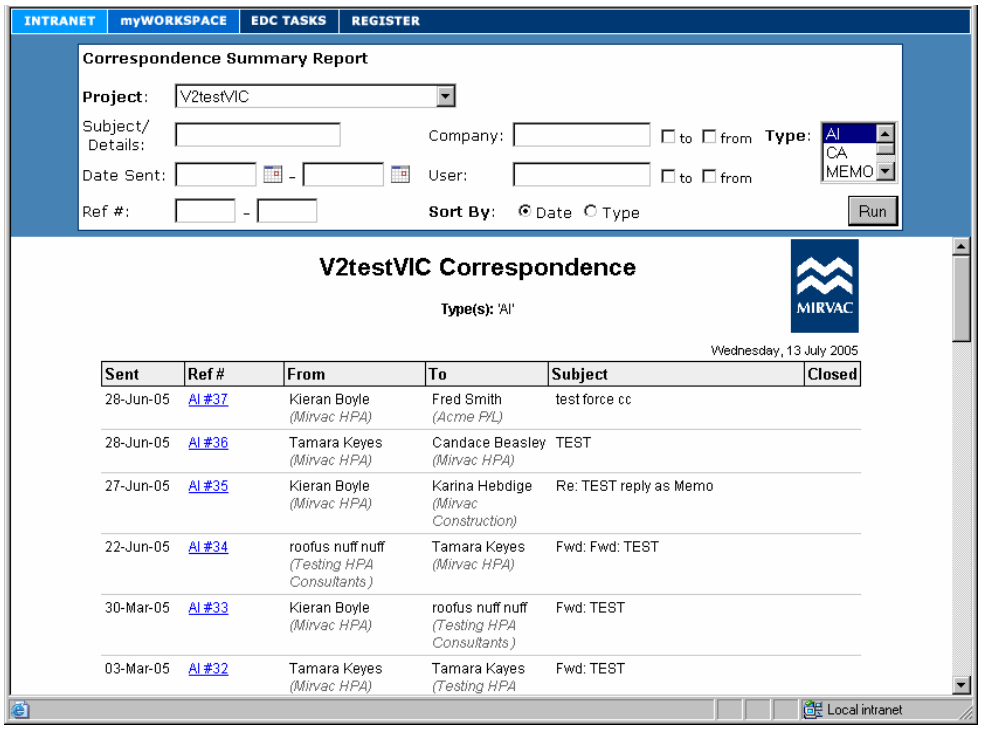
The project List is made up of Mirvac departments and company's (sub contractors and consultants) collaborating on a particular project. Each department or company is considered a Project Team. The project teams within the project group can communicate with each other through the EDC by Correspondence and Transmittals. These communications are sent and received by team members and made available not only to the attentioned team member, but to all project team members.

The contact details of each company and their staff members are entered into the EDC system. At the beginning of a project, the staff members are then associated with the relevant project, creating the project team. These companies and staff are then able to logon to the project within the EDC system and they are visible to other project teams within the project group for collaboration.

The Project Contact List is maintained by Mirvac Construction, for sub-Contractors, and HPA for Consultants.

7 Correspondence Search

Correspondence Search is a search engine for project specific correspondence. Several different fields are available to refine the search for any document in the EDC system. The example below shows the search criteria available in the top half, and the result of that search in the lower half.


INTRANET
myWORKSPACE
EDC TASKS
REGISTER
Correspondence Summary Report
Project: V2testVIC
Subject/ Details:
Company:
to
from
Type:
AI
CA
MEMO
Date Sent:
User:
Ref #:
Sort By: Date Type
Run
V2testVIC Correspondence
Type(s): 'AI'
MIRVAC
Wednesday, 13 July 2005
Sent | Ref # | From | To | Subject | Closed
28-Jun-05 | AI #37 | Kieran Boyle (Mirvac HPA) | Fred Smith (Acme P/L) | test force cc
28-Jun-05 | AI #36 | Tamara Keyes (Mirvac HPA) | Candace Beasley (Mirvac HPA) | TEST
27-Jun-05 | AI #35 | Kieran Boyle (Mirvac HPA) | Karina Hebdige (Mirvac Construction) | Re: TEST reply as Memo
22-Jun-05 | AI #34 | roofus nuff nuff (Testing HPA Consultants) | Tamara Keyes (Mirvac HPA) | Fwd: Fwd: TEST
30-Mar-05 | AI #33 | Kieran Boyle (Mirvac HPA) | roofus nuff nuff (Testing HPA Consultants) | Fwd: TEST
03-Mar-05 | AI #32 | Tamara Keyes (Mirvac HPA) | Tamara Kayes (Testing HPA | Fwd: TEST
Local intranet